



Idaho
Emergency
Communications
Commission

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

4040 W. Guard St.

BOISE, ID 83705

OFFICIAL MINUTES

A meeting of the Idaho Emergency Communications Commission (ECC) was held on July 9, 2008 at Gowen Field, building 440, room 275. Vice Chairman Wills called the meeting to order at 1:37 p.m. A quorum was present.

Members Present:

- Rich Wills, State Representative, Commission Vice-Chairman
- Teresa Baker, Ada County Prosecutor's Office
- Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
- Troy Hagen, Ada County Paramedics
- R. David Moore, Blackfoot Police Chief, Commission Treasurer
- Jim Lemm, J & R Electronics, INC., Coeur d'Alene (Phone Bridge)
- Kevin Quick, Chief, Pocatello Fire Department
- Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary (Phone Bridge)

Members Absent:

- Chris Smith, Idaho Sheriff's Association
- Matt Beebe, Canyon County Commissioner
- Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
- Clint Berry, Qwest, Boise
- Bill Shawver, Director, Idaho Bureau of Homeland Security

- Mitchell Toryanski, Lead Deputy Attorney General and Ex-Officio Member

Others Present:

- Bruce Bowler, Madison County Sheriff's Office
- Dodie Collier, SIEC Project Manager
- Nancy Gollaher, Military Division
- Lorraine Elfering, Communications Manager, Canyon County
- Todd Herrera, Canyon County Sheriff's Office
- James Brede, Administrative Assistant, Public Safety Communications
- Eddie Goldsmith, ECC Project Manager
- Les Shadduck, Retired
- Erin Hidalgo, Dispatch Supervisor, Bingham County
- Nikki Jansen, Ada County Sheriff's Office
- Brad Coughenour, Kootenai County 911
- Russ Bundy, Ada County Sheriff's Office
- Matt Howarth, Motorola
- Ellen Rogers, Extend Communications (Phone Bridge)

Approval of Minutes

Vice Chairman Wills asked for a review of the June 5, 2008 Minutes.

Commissioner Moore and Commissioner Gainor identified two minor errors and requested the changes on the June 5, 2008 Minutes.

MOTION: It was moved and seconded that the Commission approve the minutes of the June 5, 2008, Idaho Emergency Communications Commission meeting as amended. The motion passed.

Financial Report

Commissioner Moore presented the following financial information:

The amount of expenditures for April is \$92,100.00; the Year to Date amount of revenue collected is \$139,596.00; the current Cash Balance is \$264,000.49.

Commissioner Moore asked that the report be accepted.

MOTION: It was moved and seconded that the financial statement be approved. The motion passed.

Commissioner Moore said on Monday, himself and Goldsmith will meet in Blackfoot to prepare next years budget for the 9-1-1 Commission. He also talked about miscellaneous benchmarks and the estimated 1.6 million dollars, based on Counties that have passed so far. Moore requested a line in the financials for the next meeting, with a two million dollar grant line. Moore said we should have enough Counties within the next thirty days to substantiate. Moore also identified the following issues for further discussion:

1. Rules on the grant process and how to apply for funds
2. Distribution of the monies once the grants start and who will take responsibility for distributing those funds.

Vice Chairman Wills agreed and said the above mentioned issues do need to be discussed further with the Military Division, to see what they can and cannot do for the commission.

Commissioner Gainor voiced concerns in reference to the grant process and said the process may take a bit longer to make the grant program more effective in FY 2010.

Vice Chairman Wills said we had made the assumption monies would be available in 2009 and was concerned about the possible negative feedback.

Commissioner Gainor added that existing grant rules specifically outline the time frames and deadlines. In addition, dates were selected to coincide with the counties fiscal year. Gainor said she is not sure if we can make the FY 2009 deadline.

Commissioner Wills agreed that timelines must be followed, but emphasized the overall process and said we want to make sure the rules we promulgated are followed. Wills requested a meeting with the Military Division and said he would like to see a comprehensive report presented at the August meeting.

Goldsmith reported that at the last meeting the Commission had discussed transferring \$150,000 out of our funds into a grant fund and made available to eligible counties. There was some discussion on what counties were eligible for that money. Baker added that they are eligible only if they are currently collecting the surcharge.

SIEC Update

Dodie Collier reported on the following:

The SIEC has five positions currently up for re-appointment and Association recommendations have gone to the Governor's office. Collier said the National Emergency Communications Plan has been drafted by the Office of Emergency Communications and has gone to Congress. In addition, The OEC used the contents of all state plan to formulate the National Emergency Communications Plan. Collier also announced the following new grant opportunity: Interoperable Emergency Communications Grant Program from the Office of Emergency Communications. The amount projected for Idaho is approximately \$245,000 and is specific to Leadership and Governance. Further, the SIEC has adopted the following three region governance concept.

Region 1: North and North East

Region 2: South West and South Central

Region 3: South East and East

Collier said within these constructs a representative from each county will be selected. The three region concept will increase planning, resource allocation, sustainability, maintenance and operations. The application is due to the federal government by July 21, 2008. Collier reminded everyone that the PSIC grant became a reality back in April and the SIEC is currently working within the state to get the process up and running. Collier also briefed on the new Commercial Advisory Group and explained the general purpose of the group. In closing, Collier reported that the Technical Sub- Committee had approved four additional communication plans. The next SIEC is scheduled for July 24, 2008 at Gowen Field.

E911 Program Coordinator Report

Eddie Goldsmith reported on the following items:

Goldsmith made available a copy of the June 2008 Coordinator Report to all Commission members.

County projects in progress: Valley County, Elmore County, Adams County, Lewis County, Benewah County and Cassia County.

Projects completed in 2008: Washington County and Elmore County moved to Enhanced 9-1-1.

Counties that completed Phase II implementation in 2008: Jefferson County, Gooding County, Lincoln County, Jerome County and Twin Falls County.

Counties that have implemented the 25 cent surcharge: Adams County, Boise County, Canyon County, Clark County, Franklin County, Jefferson County, Nez Perce County, Payette County, Twin Falls County, Bingham County, Bonner County, Cassia County, Elmore County, Fremont County, Minidoka County, Owyhee County, Shoshone County, Valley County, Kootenai County, Caribou County and Benewah County. Latah County should be on line soon. Additionally, Goldsmith mentioned he had some concerns related to Boundary County's willingness to come on board and implement the surcharge.

National conferences attended: National Association of State, Administrator Conference and the National Emergency Number Association Conference.

Goldsmith also reported on the following items approved at the national level: S428 and H.R. 3403 and the creation of the Model State 9-1-1 Plan. Goldsmith said he will be visiting all PSAP's during the months of August, September and October; to update surveys and finalize the needs of each PSAP.

Additionally, Goldsmith discussed how to determine an authorized fee for a T-1 line. He had previously received a question on this issue. Baker said she believes it was changed and taken care of last year, but she would follow-up and get back with the Commission next month.

Sub-Committee Reports

Commissioner Baker reported on the following items:

Baker said she was currently working with the Association of Counties to answer their questions concerning adoption of the new resolution. Baker said we are moving forward and hope to have them completed as soon as possible. In addition, Baker said herself and Commissioner Berry were working on the presentation for the Multi-Line Telephone System (MLTS). Baker closed by asking if anybody had questions on the adoption of the resolution.

PSAP Standards

Bowler and Coughenour presented the following report:

Bowler proposed an idea to remove several PSAP Sub-Committee members and have them replaced, due to non-participation. The idea was discussed with the Commission and it was put to a vote.

MOTION: It was moved and seconded that several PSAP Sub-Committee members be replaced due to non participation. The motion passed.

Bowler also mentioned that he was working on a survey and would be talking with PSAP Administrators to find out what they may need from the Committee. Bowler said he was setting up a conference call on July 29, 2008 with about 14 counties.

Coughenour gave a slide presentation on the Introductory Dispatch Training Concept and gave an overview of the training program. Coughenour said this presentation was a follow-up to the previous one he gave back in April. Coughenour explained this was a basic concept and it will eventually go to the PSAP Managers and Subject Matter Experts for further input. He also said the training is designed to be interactive and includes a question and answer portion after each sub-section.

New Business

Goldsmith confirmed the September meeting in Post Falls and said he was waiting for further information and inputs. In addition, Goldsmith said the location will provide an excellent opportunity for Commission members to tour the Kootenai County Dispatch Center.

Commissioner Gainor said she recently had the opportunity to see a presentation from the Chairman for the National Center for Missing and Exploited Children Call Center Project. Gainer said the American National Standards Institute has approved a model policy and best practices for call takers, when handling calls pertaining to missing and sexually exploited children. The program is an initiative of the Department of Justice and the National Center for Missing and Exploited Children. Gainor said they are offering a two day course for PSAP Managers, Directors, Chiefs, Sheriffs and Communication Center Managers. They are holding seven sessions in the Washington D.C. area, with all costs paid by the federal government. Additionally, they have the ability to bring the program to us here in Idaho. Gainor further offered her services for coordinating this training.

Vice Chairman Wills said he would like additional information on the program and would like to see full commission support.

Future Meetings:

- August 7, 2008 (Gowen Field Bldg 440)
- September 4, 2008 (Post Falls) (Additional information to follow)
- October 2, 2008 (Gowen Field)

MOTION: It was moved and seconded that future meeting dates be approved. The motion passed.

Open Comment Period

Vice Chairman Wills asked if anybody had any questions or comments.

MOTION: It was moved and seconded that the Commission adjourn. The motion passed.

Garret Nancolas
Mayor, of Caldwell, Commission Chairman

James W. Brede
Administrative Assistant, Public Safety Communications